

Director of Christian Education & All Abilities Inclusion Ministries

Position Description

ACCOUNTABLE TO: Head of Staff

PURPOSE: To help children and adults of all abilities grow in their faith, understanding and commitment to Jesus Christ and to connect as a community of faith.

PRIMARY RESPONSIBILITIES

1. In coordination with Children and Family Ministries oversee children's Christian faith formation at First Presbyterian Church
2. In coordination with Pastoral staff develop adult Faith Formation programs
3. In coordination with All Abilities Inclusion Ministry (AAIM) oversee our program for children, teens, and adults with disabilities

DUTIES

1. Educational Programs (Birth-5th Grade)

- Recruit, schedule, train teachers for Sunday school and VBC
- Recruit and oversee nursery staff
- Review/select/create curriculum for Sunday school (Nursery, Worship Wonder, Cross Walks)
- Plan special events for children and families
- Introduce children to the Bible and Sacraments

2. Educational Programs Adults

- Work with Pastors to coordinate adult educational opportunities
- Work with staff to create and coordinate intergenerational educational events

3. All Abilities Inclusion Ministries

- Work with families of children, teens and adults in the AAIM program to create an Individual Educational Plan (IEP).
- Prepare curriculum for AAIM students.
- Recruit and train teachers/volunteers for AAIM program.
- Participate in the planning and leadership of Rejoicing Spirits services and the fellowship following the services (when possible)
- Communicate and build relationships with area agencies/organizations such as FAR, Judson Center, Angel's Place, and others. This may also include coordinating events with these entities.
- Maintain our relationship with the national Rejoicing Spirits community.
- Support (as needed) S.A.I.L. (www.sailhousingsolutions.org)

4. Worship Planning

- Meet with staff each week to review the bulletins and the week's services.
- In coordination with staff offer thoughts and ideas about worship and how children and those with disabilities can be more fully incorporated into worship

5. Mission

- Serve as staff support for Pontiac Schools Work Group
- Write mission projects into the CrossWalks curriculum each year

6. Pastoral Care

- Visit children who are hospitalized
- Meet with parents who have special concerns about their children.

7. Wider Church

- Participate in Detroit area Educators group
- Connect with PCUSA Presbyterians for Disabilities Concerns

COMMITTEES

Staff Liaison to Children and Family Ministries, AAIM, Pontiac Schools Work Group

REQUIREMENTS

- At least 5 years of experience in Christian Education
- Certified or Associate Certified Educator status preferred but not required
- A passion for including all persons in developing their faith in Jesus Christ
- Knowledge of the Reformed Tradition and theology
- Ability to work with a team of colleagues
- Flexibility in dealing with changing situations and needs
- Creativity in developing programs and opportunities for developing faith.

COMPENSATION

- Salary based on experience
- Benefits:
 - Board of Pensions medical/pension/disability
 - 4 weeks of vacation
 - Other benefits as outlined in our Personnel policies